

# How to Reserve Campus Time



As May 17th, 2021, this process is no longer required. The information below has been left for general scheduling documentation.

## Access

Log-into [Lab Resources Scheduler](#) using your NetID and password. Researchers will only be able to see the availability of Resources (Campus Time) they have been granted permission to reserve.

UT Dallas Lab Resources Scheduler

labresources.utdallas.edu

UT DALLAS

Help Log In

UT DALLAS

Username or Email

Password

Log In

Remember Me

Change Language

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## Book a Reservation

Although there are several ways to book a reservation, we recommend using Bookings or Resource Calendar.

### Reservation Rules

- Check-in & check-out is required through the scheduling system.
- In adherence to social distancing, there is a 30 minute buffer that is automatically added between reservations.
- Reservations must be booked at least 30 minutes in advance.
- Campus Time can be reserved from 8:00AM-10:00PM, including weekends.
- **You may check-in for a reservation up to 15 minutes before the reservation starts and check-out up to 30 minutes after the reservation ends.**

# Bookings

1. Click on Schedule, in the menu that drops down, select "Bookings"

The screenshot shows the top navigation bar with 'DALLAS' and 'Schedule' dropdown. The 'Schedule' dropdown is open, and 'Bookings' is highlighted with a red box. Other options include 'My Calendar', 'Resource Calendar', 'Find A Time', and 'Search Reservations'. Below the menu, there are sections for 'Announcements', 'Upcoming Reservations', and 'Resource Availability'.

2. This view is akin to a gantt chart; you can see the resource schedule for both PI slots. Click on the calendar icon, or the green arrows, to adjust the date time frame.

The screenshot shows the resource availability view. At the top, there is a 'Campus Time' dropdown and a date range selector showing '04/30/2020 - 05/13/2020'. Below this is a calendar grid for April, May, and June 2020. The main area is a gantt chart showing resource availability for 'Dr. John Doe - Slot 1' and 'Dr. John Doe - Slot 2' from 12:00 AM to 8:00 PM. The chart shows 'Private' reservations for Slot 1 on Thursday, Friday, and Saturday, and for Slot 2 on Friday and Saturday. A 'Resource Filter' sidebar is visible on the left, and a 'Filter' button is at the bottom.

3. Click on a time slot and fill out the reservation form. Note that you can click and drag to select a longer period of time.

The screenshot shows the RTA Dallas reservation system interface. At the top, there is a navigation bar with 'DALLAS', 'Dashboard', 'My Account', 'Schedule', 'Help', and 'Sign Out'. Below the navigation bar, there are three main sections:

- Announcements 1:** A green header with a dropdown arrow. Below it, a message states: "RTA JetFirst is down. Waiting Powerblock repair. ETA 4 weeks more. Vendor cant locate parts."
- Upcoming Reservations 1:** A green header with a dropdown arrow. Below it, a table shows reservations for today, tomorrow, and later in the week. The table has columns for reservation details and a 'Reserve' button. The reservation for 'Campus Time for R. Gabe Cavazos Lab - Slot 1' is highlighted.
- Resource Availability:** A green header with a dropdown arrow. Below it, a list of resources is shown. The resource 'Campus Time for R. Gabe Cavazos Lab - Slot 2' is highlighted in green. To the right of each resource, there is a status message and a 'Reserve' button.

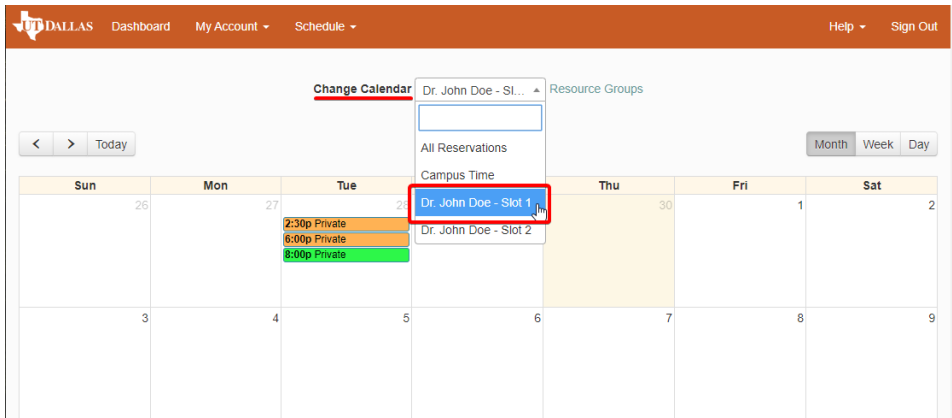
## Resource Calendar

1. In the top navigation bar, click on 'Schedule', in the menu that drops down, select 'Resource Calendar'

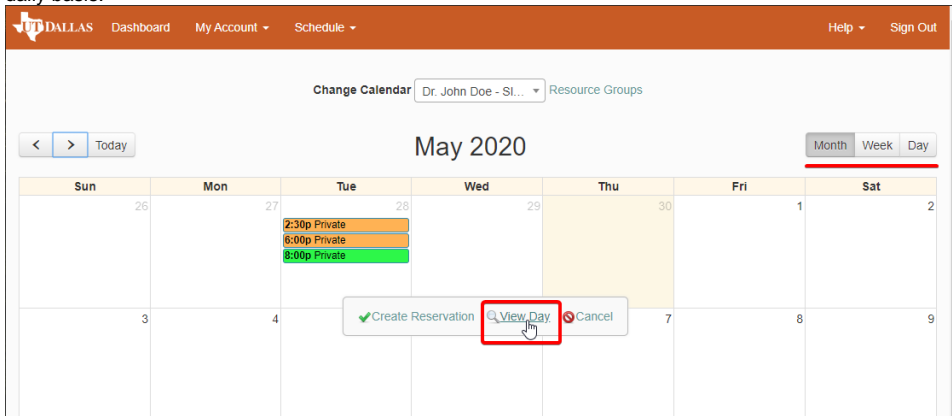
The screenshot shows the RTA Dallas reservation system interface with the 'Schedule' dropdown menu open. The menu options are: 'Bookings', 'My Calendar', 'Resource Calendar', 'Find A Time', and 'Search Reservations'. The 'Resource Calendar' option is highlighted with a red box. Below the navigation bar, there are three main sections:

- Announcements 1:** A green header with a dropdown arrow. Below it, a message states: "RTA JetFirst is down. Waiting Powerblock repair. Vendor cant locate parts."
- Upcoming Reservations 0:** A green header with a dropdown arrow. Below it, the text "You have no upcoming reservations" is displayed.
- Resource Availability:** A green header with a dropdown arrow. Below it, a list of resources is shown. The resource 'Dr. John Doe - Slot 1' is highlighted in green. To the right of each resource, there is a status message and a 'Reserve' button.

2. Under the Change Calendar drop-down menu, select the Resource you would like to view the calendar of. In our example, we've selected the Resource 'Dr. John Doe - Slot 1'.



3. Click a day on the calendar, and select 'View Day'. Note that in the top right, you can toggle the view to see dates on a monthly, weekly, and daily basis.



4. View Day will show the resource schedule for that day. Choose a time slot and fill the reservation form. Note that the form shown below is only a representation of the form you will fill.

UT DALLAS Dashboard My Account Schedule Help Sign Out

**Announcements 1**

- RTA JetFirst is down. Waiting Powerblock repair. ETA 4 weeks more..Vendor cant locate parts.

**Upcoming Reservations 3**

Today (0)

Tomorrow (1)

Jane Doe - Koss Lab	Vanllelyn Garcia	Sat, 5/23 8:00 AM	Sat, 5/23 11:00 AM	Campus Time for R. Gabe Cavazos Lab - Slot 1
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Later This Week (0)

Next Week (2)

Jane Doe - Koss Lab	Vanllelyn Garcia	Sun, 5/24 9:30 AM	Sun, 5/24 1:00 PM	Campus Time for R. Gabe Cavazos Lab - Slot 2
Jane Doe - Koss Lab	Vanllelyn Garcia	Tue, 5/26 9:30 AM	Tue, 5/26 1:00 PM	Campus Time for R. Gabe Cavazos Lab - Slot 1

**Resource Availability**

**Available**

AECL  
None  
Campus Time

- Campus Time for Bart Rypma Lab - Slot 2 *There are no upcoming reservations in next 30 days* [Reserve](#)
- Campus Time for Heng Du Lab - Slot 1 *There are no upcoming reservations in next 30 days* [Reserve](#)
- Campus Time for Heng Du Lab - Slot 4 *There are no upcoming reservations in next 30 days* [Reserve](#)
- Campus Time for R. Gabe Cavazos Lab - Slot 1** Available Until Sat, 5/23 8:00 AM [Reserve](#)
- Campus Time for R. Gabe Cavazos Lab - Slot 2** Available Until Sun, 5/24 9:30 AM [Reserve](#)

Cleanroom  
None  
FACS Core  
None  
Genome Center  
None  
Histology Core  
None  
Imaging Core  
None  
Mass Spec Core

5. When you click a calendar day, you have the alternative to click 'Create Reservation', which will skip the daily schedule view and instead jump directly to a reservation form.

## View Reservations

There are several ways to view reservations.

### Dashboard

View upcoming reservations in the dashboard.

UT DALLAS Dashboard My Account Schedule Help Sign Out

**Announcements 1**

- RTA JetFirst is down. Waiting Powerblock repair. ETA 4 weeks more..Vendor cant locate parts.

**Upcoming Reservations 5**

Today (0)

Tomorrow (1)

Jane Doe - Koss Lab	Vanllelyn Garcia	Fri, 5/01 10:00 AM	Fri, 5/01 2:00 PM	Dr. John Doe - Slot 2
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Later This Week (2)

Jane Doe - Koss Lab	Vanllelyn Garcia	Sat, 5/02 8:00 AM	Sat, 5/02 12:00 PM	Dr. John Doe - Slot 1
Jane Doe - Koss Lab	Vanllelyn Garcia	Sat, 5/02 1:00 PM	Sat, 5/02 4:00 PM	Dr. John Doe - Slot 2

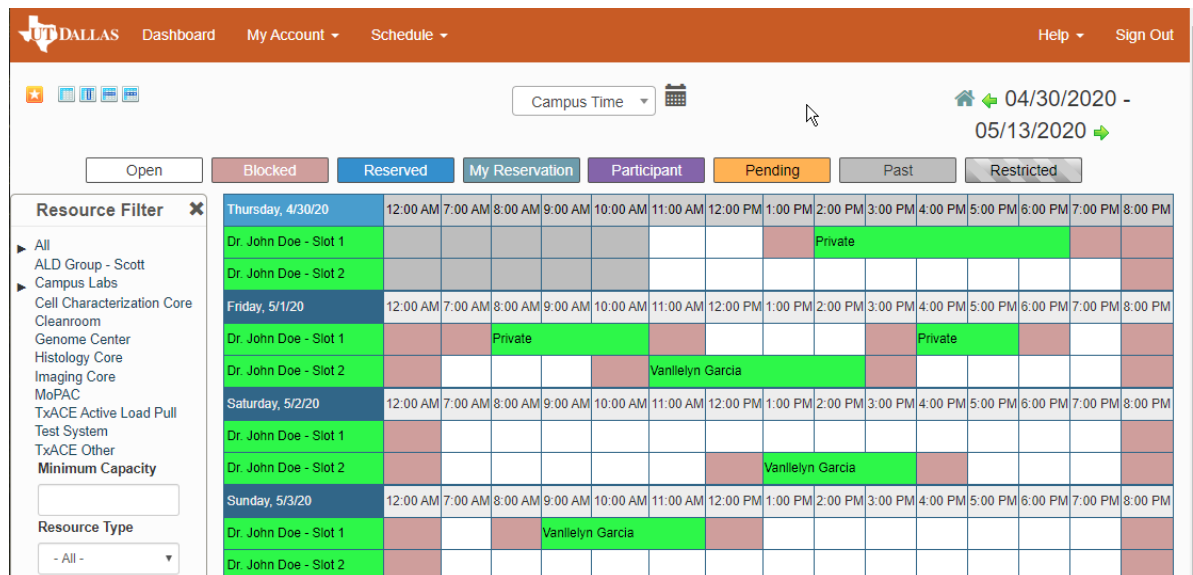
Next Week (2)

Jane Doe - Koss Lab	Vanllelyn Garcia	Sun, 5/03 9:00 AM	Sun, 5/03 12:00 PM	Dr. John Doe - Slot 1
Jane Doe - Koss Lab	Vanllelyn Garcia	Tue, 5/05 10:00 AM	Tue, 5/05 11:00 AM	Dr. John Doe - Slot 1

**Resource Availability**

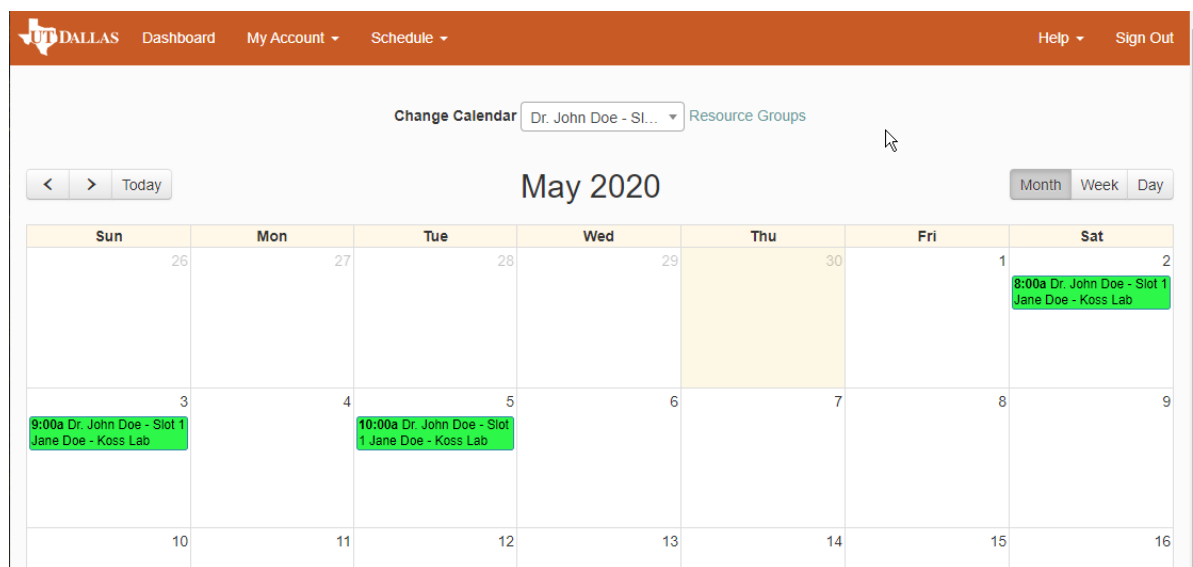
## Bookings

View reservation in a gantt chart format through 'Bookings'.



## My Calendar

View reservations in a calendar format. In the top right, toggle the view to see dates on a monthly, weekly, and daily basis.



## Search Reservations

View your reservations in a list format, similar to the dashboard view, through 'Search Reservations'.

1. In the top navigation bar, click on 'Schedule', in the menu that drops down, select 'Search Resources'
2. At a minimum, to search for you reservations, enter the name of the Resource you have reserved time for. Click the green button 'Search Reservations' to search.
3. A list of all your reservations for that Resource (Campus Time) will appear.

UT DALLAS Dashboard My Account Schedule Help Sign Out

Vanlleyln Garcia (vanlleyln.garcia@utdallas.edu) Resources Schedules

Title Description Reference Number

Today Apr 30 Tomorrow May 01 This Week Date Range Begin - End

**Search Reservations**

User	Resource	Title	Description	Begin	End	Duration	Reference Number	Created	Last Modified
Vanlleyln Garcia	Dr. John Doe - Slot 2	Jane Doe - Koss Lab	Will conduct analysis.	4/30/20 2:00 PM	4/30/20 2:38 PM	38 minutes	Seab0347bb668016321523	4/30/20 11:56 AM	4/30/20 2:38 PM
Vanlleyln Garcia	Dr. John Doe - Slot 2	Jane Doe - Koss Lab	Will conduct analysis.	5/1/20 10:00 AM	5/1/20 2:00 PM	4 hours	Seab01b455e0a095786740	4/30/20 11:49 AM	4/30/20 2:08 PM
Vanlleyln Garcia	Dr. John Doe - Slot 1	Jane Doe - Koss Lab	Conducting Analysis	5/2/20 8:00 AM	5/2/20 12:00 PM	4 hours	Seab1f1b5e480542936320	4/30/20 1:55 PM	
Vanlleyln Garcia	Dr. John Doe - Slot 2	Jane Doe - Koss Lab	will conduct analysis.	5/2/20 1:00 PM	5/2/20 4:00 PM	3 hours	Seab0216bdaf5115540332	4/30/20 11:51 AM	
Vanlleyln Garcia	Dr. John Doe - Slot 1	Jane Doe - Koss Lab	Will conduct analysis.	5/3/20 9:00 AM	5/3/20 12:00 PM	3 hours	Seab01e2e366e075519270	4/30/20 11:50 AM	
Vanlleyln Garcia	Dr. John Doe - Slot 1	Jane Doe - Koss Lab	Conducting Analysis	5/5/20 10:00 AM	5/5/20 11:00 AM	1 hours	Seab20e71157f548002661	4/30/20 2:03 PM	

## Delete a Reservation

1. To delete a reservation, navigate to the reservation details by clicking on the reservation (in whichever reservation view you choose).
2. In the top right, click 'More'. In the drop-down, select 'delete'.

UT DALLAS Dashboard My Account Schedule Help Sign Out

**Editing Reservation** View Availability Cancel More Update

Vanlleyln Garcia (vanlleyln.garcia@utdallas.edu)

Begin 05/24/2020 9:30 AM End 05/24/2020 1:00 PM  
0 days 3 hours 30 minutes

Resources Change Campus Time for R. Gabe Cavazos Lab - Slot 2

Title of reservation Jane Doe - Koss Lab

Description of reservation Conduct Analysis

Reference Number 5ec801a0adda9488562302

Please list any materials that will be required: Disposable masks  Please check this box to indicate that you will adhere to all University policies and guidelines, including social distancing, use of protective equipment, and completing daily health checks. \*

Send Reminder  15 minutes before the start time  15 minutes before the end time

Cancel More Update

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## Check-In & Out

Check-in/check-out when you enter/exit a building through the Lab Resources Scheduler.

## Check-in

Navigate to the reservation details. In the top right, an orange check-in button will become available once it's time to check-in. Click it to check-in. You will receive an email on the day of your reservation with a link that will take you directly to the reservation. Find the reservation manually by navigation to 'Bookings' or 'My Calendar'.

- The button will appear 15 minutes before the start of the reservation, allowing you to check-in early.
- In the dashboard section of Lab Resources Scheduler, under the section "Upcoming Reservations" you can alternatively check-in by pressing the yellow check-in button.

The screenshot displays the 'Editing Reservation' interface. At the top, there is a navigation bar with 'DALLAS', 'Dashboard', 'My Account', and 'Schedule'. On the right, there are 'Help' and 'Sign Out' links. Below the navigation bar, the page title 'Editing Reservation' is shown in a green header. To the right of the header are buttons for 'View Availability', 'Cancel', 'More', 'Check In' (highlighted with a red box), and 'Update'. The reservation details include the user 'Vanllelyn Garcia (vanllelyn.garcia@utdallas.edu)', start time '05/22/2020 2:30 PM', and end time '05/22/2020 5:30 PM'. The duration is '0 days 3 hours 0 minutes'. The resource is 'Campus Time for R. Gabe Cavazos Lab - Slot 2'. The title is 'Jane Doe - Koss Lab' and the description is 'Conducting Analysis'. The reference number is '5ec821181dacb839614716'. There is a section for 'Please list any materials that will be required:' with a text input field containing 'N/A'. A checkbox is checked, indicating adherence to university policies. At the bottom, there is a 'Send Reminder' section with two checkboxes and dropdown menus for '15 minutes before the start time' and '15 minutes before the end time'. At the bottom right, there are buttons for 'Cancel', 'More', 'Check In', and 'Update'. The footer contains the text '© 2019 Twinkle Toes Software Booked Scheduler v2.7.6'.



The screenshot shows the 'Editing Reservation' interface. At the top, there are navigation links: 'DALLAS', 'Dashboard', 'My Account', and 'Schedule'. On the right, there are 'Help' and 'Sign Out' options. The main header area contains 'View Availability', 'Cancel', 'More', 'Check In', and 'Update' buttons. The user's name 'Vanillelyn Garcia (vanillelyn.garcia@utdallas.edu)' is displayed. Below this, the reservation start and end times are shown as '05/22/2020 2:30 PM' and '05/22/2020 5:30 PM', with a duration of '0 days 3 hours 0 minutes'. The 'Resources' section is set to 'Campus Time for R. Gabe Cava'. The 'Title of reservation' is 'Jane Doe - Koss Lab' and the 'Description of reservation' is 'Conducting Analysis'. A 'Reference Number' of '5ec821181dacb839614716' is provided. At the bottom, there is a section for 'Please list any materials that will be required:' with 'N/A' entered, and a checkbox for 'Please check this box to indicate that you will adhere to all Univeristy policies and guidelines, including social distancing, use of protective equipment, and completing daily health checks \*' which is checked.

### Check-out

Navigate to the reservation details. In the top right, click on the same button that now reads as 'check-out'.

- **The check-out button will disappear 30 minutes after the reservation has ended. In other words, you will miss the check-out window if you attempt to check-out 30 minutes after the reservation has passed.**
- If you sign-in early, the check-out button will not appear until after the official start of the reservation.
- In the dashboard section of Lab Resources Scheduler, under the section "Upcoming Reservations" you can alternatively check-in by pressing the yellow check-out button.

UT DALLAS Dashboard My Account Schedule Help Sign Out

### Editing Reservation

View Availability Cancel More **Check Out** Update

Vanlilyn Garcia (vanlilyn.garcia@utdallas.edu)

Begin 05/22/2020 2:30 PM End 05/22/2020 5:30 PM  
0 days 3 hours 0 minutes

Resources Change Campus Time for R. Gabe Cavazos Lab - Slot 2 Accessories Add

Title of reservation  
Jane Doe - Koss Lab

Description of reservation  
Conducting Analysis

Reference Number 5ec821181dacb839614716

Please list any materials that will be required:  
N/A

Please check this box to indicate that you will adhere to all University policies and guidelines; including social distancing, use of protective equipment, and completing daily health checks. \*

Send Reminder  
 15 minutes before the start time  15 minutes before the end time

Cancel More **Check Out** Update

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UT DALLAS Dashboard My Account Schedule Help Sign Out

### Editing Reservation

View Availability Cancel More **Check Out** Update

Vanlilyn Garcia (vanlilyn.garcia@utdallas.edu)

Begin 05/22/2020 2:30 PM End 05/22/2020 5:30 PM  
0 days 3 hours 0 minutes

Resources Change Campus Time for R. Gabe Cava Accessories Add


Title of reservation  
Jane Doe - Koss Lab

Description of reservation  
Conducting Analysis

Reference Number 5ec821181dacb839614716

Please list any materials that will be required:  
N/A

Please check this box to indicate that you will adhere to all University policies and guidelines; including social distancing, use of protective equipment, and completing daily health checks. \*

  
**You are checked out**

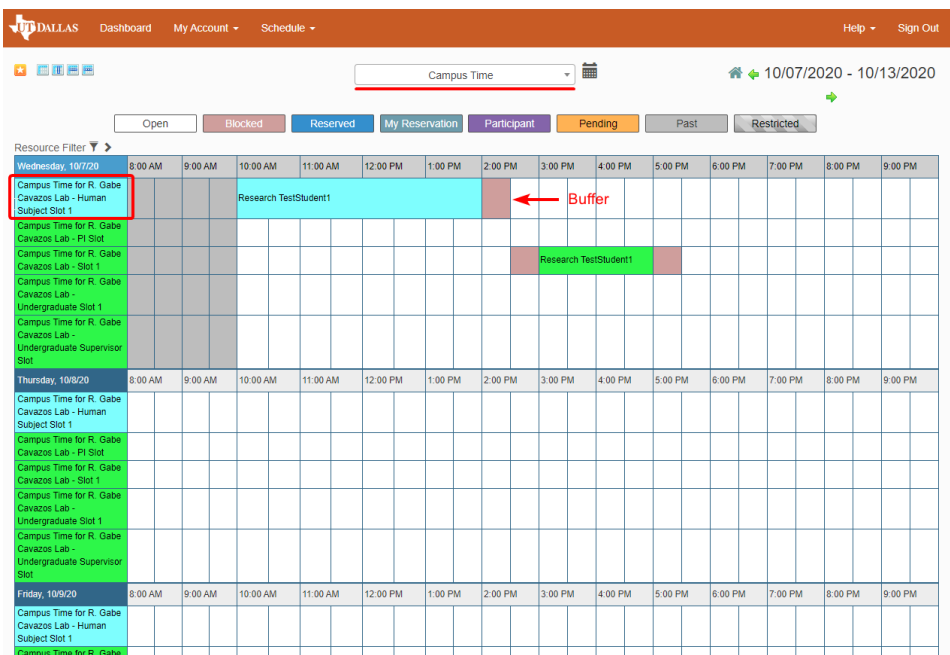
Schedule Human Subjects Research

The method of scheduling campus time for human subjects research is similar to how regular campus time slots are scheduled. Once a PI has undergone the process outlined under the Human Subjects dropdown on the main [Return to Campus Research Activities](#) page, and they have chosen how many existing campus time slots they want converted to "Human Subject Slot(s)", the change will be reflected in LRS.

**⚠ The information below currently only applies to BHIC affiliated-researchers only. At present, all others should follow the standard campus scheduling process. If you have not received information on the standard campus process, please email [c19resource@utdallas.edu](mailto:c19resource@utdallas.edu) for more information.**

### Schedule Campus Time for Human Subjects Research

- Human Subject Slots are cyan.
  - A 30 minute buffer still applies between participants.
  - Only 3 research personnel per lab, given the COVID-19 test restrictions, can visit participants in a given week.
    - For example, let's say a PI has elected 6 personnel to conduct research in-person. Visits with participants begin the week of 10/12/2020. Only 3 of the elected personnel would be able to see participants that week. If the other 3 personnel need to see participants on the week of 10/19/2020, then they would take the COVID-19 test on Monday the 19th, and the 3 personnel from the previous week (10/12/2020) wouldn't not be allowed to take the test for the week of 10/19/2020 and would have to work with their peers to determine when they should schedule their next COVID-19 test to visit participants. In summary, the elected HSR personnel must coordinate with their peers and PI to determine who will be visiting participants on a given week to comply with the COVID-19 test restrictions.
    - **PIs are responsible for ensuring that only 3 of their lab personnel visit campus on a given week and have taken their COVID-19 test.**
  - Besides following campus guidelines regarding how many people can be in the same place at once, a lab must follow IRB protocol.
1. Choose a time on the "Human Subject Slot (#)" to schedule campus time for human subjects research. See here for more information on how to use the [Lab Resources Scheduler](#).



### Schedule COVID-19 Testing Appointment

- **Location(s):** BrainHealth Imaging Center (BPI 1.2C1) & Main Campus (AD 2.216)
- **Hours of Operation:**
  - BrainHealth Imaging Center (BPI 1.2C1)
    - **Monday** 8:00AM-11:00AM and 2:00PM-3:00PM
    - **Wednesday** 8:00AM-11:00AM and 2:00PM-3:00PM
  - Main Campus (AD 2.216)
    - **Monday** 8:00AM-11:00AM and 2:00PM-3:00PM
    - **Wednesday** 8:00AM-11:00AM and 2:00PM-3:00PM
- Appointments **must** be scheduled **24 hours in advance**.
  - For example, to schedule a 2:00PM appointment on Monday, 10/12/2020, the reservation must be made *before* 2:00PM on Sunday, 10/11/2020.
- COVID-19 testing appointments are scheduled in 5 minute increments.

- To schedule a COVID-19 testing appointment, you must select the schedule "Campus Time - HSR COVID-19 Testing (AD)" or "Campus Time - HSR COVID-19 Testing (BHIC)" in the drop down, as outlined in red on the image below.

The screenshot shows the UT Dallas scheduling interface. At the top, there is a navigation bar with "UT DALLAS", "Dashboard", "My Account", and "Schedule". A dropdown menu is open, showing "Campus Time - HSR COVID-19 Testing" highlighted in red. Below this, there are filters for "Open", "Blocked", "Reserved", "My Reservation", "Participant", "Pending", "Past", and "Restricted". The main area is a calendar grid for the period from 10/07/2020 to 11/06/2020. The grid shows time slots from 8:00 AM to 3:00 PM. A "Reserved" slot is visible on Monday, 10/12/20 at 9:00 AM. The resource is identified as "Campus Time HSR Personnel COVID Testing - Main Campus".

- Complete the reservation details.

The screenshot shows the "New Reservation" form. At the top, there is a navigation bar with "UT DALLAS", "Dashboard", "My Account", and "Schedule". Below this, there are buttons for "View Availability", "Cancel", and "Create". The form includes the following fields and options:

- Research TestStudent1** (rts000001@utdallas.edu)
- Begin**: 10/12/2020, 10:00 AM
- End**: 10/12/2020, 10:05 AM
- 0 days 0 hours 5 minutes**
- Repeat**: Does Not Repeat
- Resources**: Campus Time HSR Personnel COVID Testing - Main Campus (AD 2.216)
- Title of reservation**: (empty text box)
- Description of reservation**: (empty text box)
- Please check this box to indicate that you will adhere to all University policies and guidelines, including social distancing, use of protective equipment, and completing daily health checks \*
- Send Reminder**:  15 minutes before the start time  15 minutes before the end time
- Buttons**: "Cancel" and "Create"

At the bottom, there is a footer: © 2019 Twinkle Toes Software Booked Scheduler v2.7.6